NEW DIRECTOR ORIENTATION Welcome New Directors and Others **Utah Adult Education** Latest Policies AE website has AE website Ask questions "All questions are important to your August 11, 2009 and calendar of due has teaching Utah State Office of Education resources and dates, trainings Procedures guide is on AE success." Room 241 and events. new director 9 am – 3 pm website. resources.

www.schools.utah.gov/adulted/

9 am - WELCOME - Marty Kelly, Adult Education State Coordinator/Director	2 min.
Description of a Basic Program	Shauna
• Description	9:02 - 9:35
• Targets	
NRS Training power point	
Funding of Adult Education Programs	Jeff
 Review of your State and/or AEFLA grants 	9:35 - 10:20
 Allowable activities (ABE, ESOL, AHSC) 	
Minimum School Program (MSP) Legislative Funds	
State Allocation - Funding Formula	
State Plan (fees and tuition)	
Carryover (state only)	
Adult Education and Family Literacy Act (Federal) Funds	Marty
Federal (match, indirect cost)	10:20 – 10:50
 Accessing AEFLA Funds – Reimbursement Process 	
NEW AEFLA Competition (Spring 2010)	
Ten minute break 10:50 to 11:00	
Accountability	Sandi
Assurances (state and federal)	11:00 – 11:50
 Board Rule—R277-733 Adult Education Programs 	
Policies and Procedures	
Program Monitoring and Desk Data Audit	
Continued Funding	
Lunch 11:50 to 12:30	
UTopia "with Alex"	Alex Jepsen, Horizonte
Data	(SLC School District) UTopia Administrator
Enrollee Status	12:30 – 12:50
Verification of Residency	
Release Waiver	
Funding Code	
• Reports	
POM – Program Outcome Measures Report or	
'what you do is what you get'	

	Chauna
Assessment	Shauna 12:50 – 1:20
TABE, BEST Literacy and BEST Plus, CASAS	11.00
 Establishing Entering Functioning Level (EFL)/level gains/level 	
improvement	
Placement/Coursework for EFL	
Valid and Reliable test (standardized or diagnostic)	
valid and Reliable test (standardized of diagnostic)	
GED _® (General Educational Development Tests)	Wayne 1:20 – 1:50
New Board Rule R277-702	1:20 - 1:50
GED/Diploma	
- GLD/ Diploma	
Other	Sandi Shauna
ESOL Standards	1:50 - 2:30
CAELA training	2.55
ABE Reading Standards	
Retention/Recruitment	
Intensity/Duration	
 Partnering (DWS, Vocational Rehabilitation, others - MOU's) 	
Adult Education website "show and tell" Tips (Trademark – secrets for Improving Program Services)	Nelda Kissinger,
	Nelda Kissinger, Washington Director Wayne 2:30 – 3:00
Tips (Trademark – secrets for Improving Program Services) • Surviving the first year • What the future holds for me Handouts:	Washington Director Wayne
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Thanks for your attention and efforts to continually keep adult education an effective program. Please call if we can assist with further questions or clarification.